



Georgia Secretary of State  
*Karen C. Handel*

ELECTIONS DIVISION

# ETraker Web Portal

---

Election Supply  
Order System

2009  
version 1.0



## Georgia Secretary of State Elections Division

Suite 1104 – West Tower  
2 Martin Luther King Jr. Drive  
Atlanta, Georgia 30335

February 2009

### **PREFACE**

This *ETraker Web Portal; Election Supply Order System* manual is to be used as a guide for the administration of elections conducted by county and municipal election officials. Local election officials responsible for elections should find the information contained in this publication beneficial.

This manual is not intended to be used as a substitute for the Georgia Constitution, relevant statutes, or applicable case law. Whenever there is a question regarding the interpretation of information contained in this handbook, or of a particular section of the Election Code, or any other statute, the user should contact competent legal counsel or the Office of the Secretary of State, Elections Division.

**GEORGIA SECRETARY OF STATE**

## *Table of Contents*

System Introduction and Overview.....	1
System Support and Contacts .....	1
User Name and Password .....	1
How to Order Election Supplies .....	2
The ETraker Home Page .....	2
Template Worksheets .....	2
ETraker Login.....	3
Forgotten Password .....	3
Review Inventory Items .....	5
Placing an Order .....	9

## System Introduction and Overview

The new internet based Elections Supplies Ordering and Inventory System is the “ETraker Web Portal”.

The site can be accessed directly at <http://sosga.etraker.com> and is also on the Secretary of State’s Website under Election Tools in the County Officials portion of Election Connection:  
[www.sos.georgia.gov/electionconnection](http://www.sos.georgia.gov/electionconnection).

Please note that the system using “EI99” transaction via the Go Screen has been “frozen” and orders should no longer be placed using the old system.

To assist you in identifying only the supplies necessary for an upcoming election, there are links to downloadable County and Municipal worksheets on the ETraker Web Portal in Adobe PDF Format.

To ease matching the item with a physical item, you will note that the system item number is now the actual form number.

## System Support and Contacts

The Georgia Secretary of State, Elections Division HelpDesk will provide primary support for the ETraker Web Portal:

Hours of support are from 8:30 am to 4:30 pm (EDT)  
E-mail: [etrakeradmin@sos.ga.gov](mailto:etrakeradmin@sos.ga.gov)  
Telephone: 404-657-5359  
Fax: 770-408-3885

At this time, updates of external email addresses and other county voter registration and election contact changes should continue to be sent to Rhonda Brown at [rbrown@sos.ga.gov](mailto:rbrown@sos.ga.gov).

## User Name and Password

Your User Name and password will be supplied in an email from [portal@etraker.com](mailto:portal@etraker.com) entitled “ETraker Web Portal Account.”

The system also includes a self service password recovery function that enables users to independently recover their forgotten password.

## How to Order Election Supplies

### The ETraker Home Page

Access the ETraker system from your Internet browser. The system is optimized for use with Microsoft Internet Explorer, version 6.0 and above.

The system is located at this URL: <http://sosga.etraker.com/>. This will take you to the ETraker Web Portal Home page.

Messages, or links to other information, appear on the Home page.

**Click** on a link or worksheet to open that item.



### Template Worksheets

Template Worksheets also appear on the ETraker Web Portal Home page.  
Click on a template worksheet to open that item for either county or municipal elections.

Here we will open the Order Worksheet for County Elections.



The County Election Template Worksheet will open in a separate window as an Adobe Acrobat (.pdf) file that you can save or print from the Acrobat Reader.

Printing a template worksheet allows you to review inventory items and create a draft of your election supply order. You can refer to this draft as you enter your order into the ETraker system.

Simply close the Adobe window once you have saved or printed your template worksheet.

**Note:** you do not have to login to the system to open a Home page link or worksheet.

Order Quantity	New Item Number	Old Item Number	Product Description	Unit of Measure
	SL-75	72	CERT. OF VOTING	PD/100
	75-80	679	VOTING NOTICE	EACH
	AA-74	10	POLL OFFICERS BADGE	EACH
	AB-80	12	PLASTIC BADGE HOLDER	EACH
	BB-74	11	POLL WATCHERS BADGE	EACH
	CI-05	3084	CARD OF INST.	EACH
	CLERK DATH-99	1725	DATH OF CLERKS	EACH
	CONCASSISTDATH99	1726	CONS. ASST DATH	EACH
	CR-SCM-DRE-03-C	2097	CONS. RET. CARD	EACH
	CR-SCM-DRE-03-CL	2098	CONS. RET. GUEST	EACH
	DRE SEAL-BLUE-02	3067	BLUE CLOSING SEAL	EACH
	DRE SEAL-RED-04	3068	RED OPENING SEAL	EACH
	ENV-NO1THRU120RE	2065	WHITE ENVELOPES	SET
	GVP-06	3059	GA VOTING INST. POST	EACH
	IO-L-05	3070	VOTER ID POSTER (6)	EACH
	KB-H-86	293	KIT BOX HANDLES	EACH
	KB-W-86	294	KIT BOX WASHERS	EACH
	LJP-02	2084	LARGE PRINT INST	EACH
	MANAGER DATH-99	1724	DATH OF MANAGERS	EACH
	NLV-04	2081	NUMB. LIST OF VOTERS	EACH
	NP-05	79	NOTICE OF FINALITIES	EACH
	O2S-02	2064	OPTICAL SCAN SEAL	EACH
	PBE-1-02	2071	DM. PROVISIONAL ENV.	EACH
	PBE-2-05	3083	U.S. PROVISIONAL ENV.	EACH
	PN-05	3065	PROHIBITION NOTICE	EACH
	PNLV-05	3067	PROV. LIST OF VOTERS	EACH
	PS-CL-80	221	PAPER SEALS	PD/50
	PVC-6-07-1	2109	PROV. VOTER CERT. (6)	PD/100
	PVC-07	4001	VOTER REG. APP. PROV.	PD/100
	PW-K-86	292	POLL WORKER KIT BOX	EACH
	PWTC-03	3017	POLL WORK TRAIN CERT.	EACH
	RS-ABS-TSKOPTS05	3085	ABS. BALLOT RECAP	EACH
	RS-DRE-06	3086	DRE RECAP SHEET	EACH
	RS-EXP-06	3094	EXPRESS POLL RECAP	EACH
	RS-FNB-05	3084	PROV. BALLOT RECAP	EACH
	RWP-05	1081	RED WARNING SIGNS	EACH
	SCR-02	2027	SUPERVISOR CARD ENV.	EACH
	SE-ENV-1THRU4-07	3132	SE GRAY ENVELOPES	SET
	VCR-01	1919	VOTERS CERT. BINDER	EACH
	VC-C&M-6-07	2107	VOTER CERTIFICATE(s)	PD/100
	VI-C&MS-0VAL-02	2074	OPTL SCAN INST. OVAL	EACH
	VI-DRE-05-1	2028	PRECINCT DRE INST.	EACH
	VI-DRE-05-5	3006	BOOTH DRE INST.	EACH
	VN-04	3030	VOTER INSTRUCTIONS	EACH
	V5-98	1523	GA VOTER STICKER	RL/500

## ETraker Login

From the Home page, type your User Name and Password in the fields provided

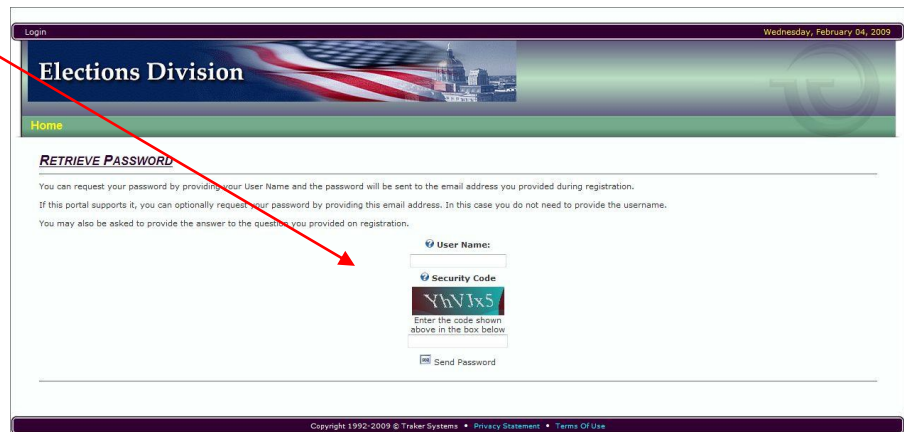
Then **click** on the Login button.

## Forgotten Password

If you forget your ETraker system password, you can click on the “Forgot Password?” link on the Home page.

On the Retrieve Password screen, enter your User Name and Security Code then click the Send Password button.

Your password will be sent to the email address associated with your User Name.



Logout Wednesday, February 04, 2009

## Elections Division

[Home](#)

### RETRIEVE PASSWORD

You can request your password by providing your User Name and the password will be sent to the email address you provided during registration. If this portal supports it, you can optionally request your password by providing this email address. In this case you do not need to provide the username. You may also be asked to provide the answer to the question you provided on registration.

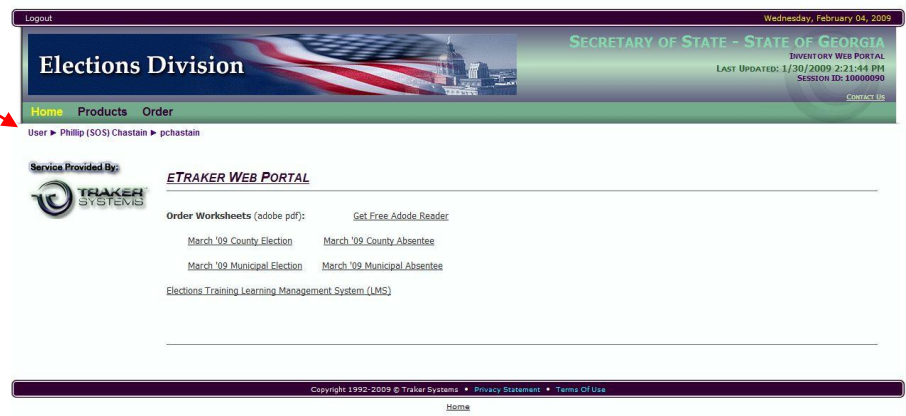
User Name:

Security Code:

Enter the code shown above in the box below

Copyright 1992-2009 © Traker Systems • Privacy Statement • Terms Of Use

When you have successfully completed your Login, your User Name is shown below the Menu bar.




Logout Wednesday, February 04, 2009

## Elections Division

[Home](#) [Products](#) [Order](#)

User ► Philip (SOS) Chastain ► pchastain

Service Provided By: 

### ETRAKER WEB PORTAL

Order Worksheets (adobe pdf): [Get Free Adobe Reader](#)

[March '09 County Election](#) [March '09 County Absentee](#)

[March '09 Municipal Election](#) [March '09 Municipal Absentee](#)

[Elections Training Learning Management System \(LMS\)](#)

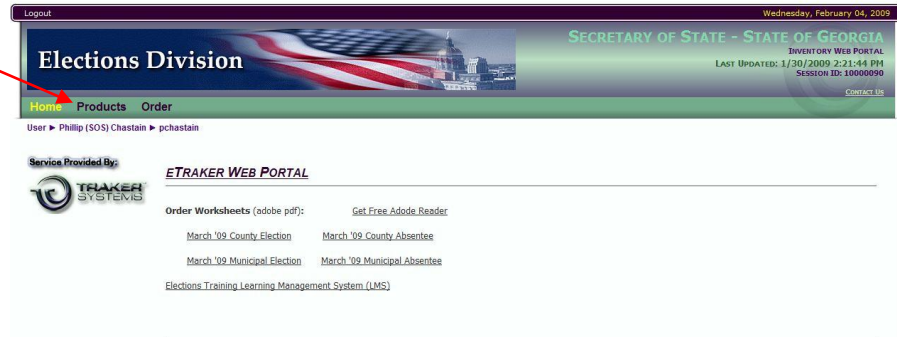
Copyright 1992-2009 © Traker Systems • Privacy Statement • Terms Of Use

[Home](#)

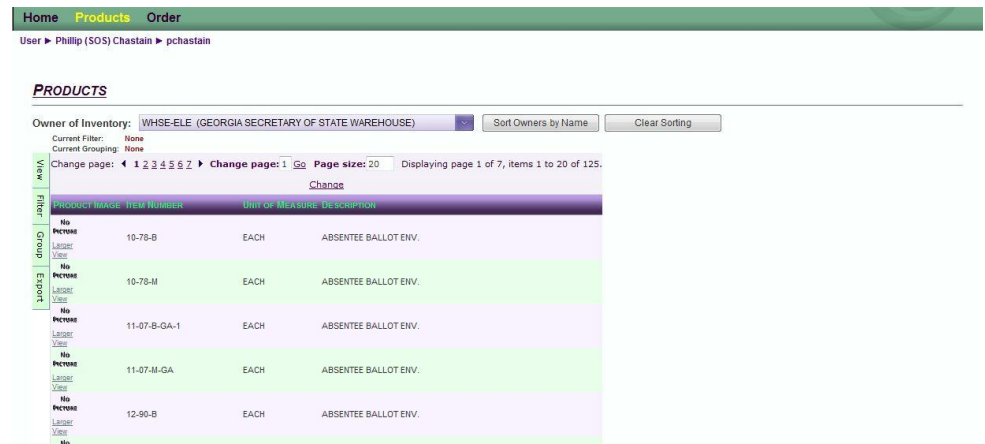
## Review Inventory Items

The ETraker system provides you with the ability to review the election supply items contained in inventory.

To view these items, from the menu bar, **click on Products.**



The **Products** list will open.

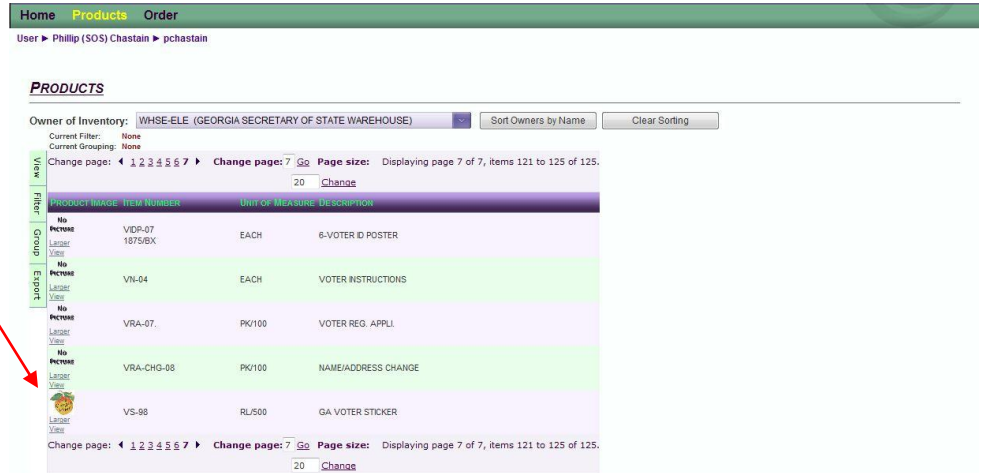


You can choose to view the Products list with or without pictures. Notice that in the example below, the product line items are single spaced in the Products window.

**Click** on the View Tab and follow its directions to change the view.

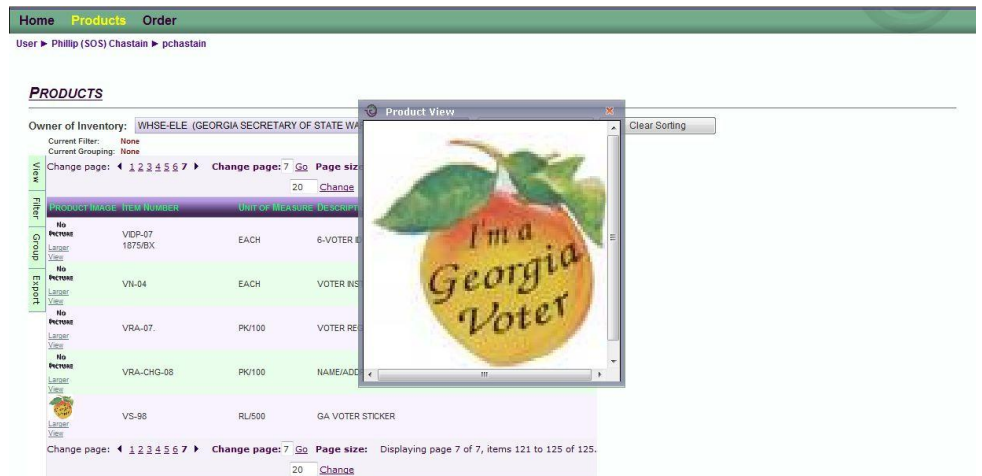


With the View set to **Simple Product List with Pictures**, you will see a thumbnail graphic image, if one is in the system, for each inventory item. Notice in the example shown below, the GA Voter Sticker has this product image.



Click on the text Larger View to enlarge the product image.

Click the red **X** in the upper right corner to close the larger image.



You can manipulate the list of inventory products in other ways by using the Filter, Group, and Export tabs below the View tab in the Product window.

The **Filter** tab allows you to narrow the list of items displayed by changing the unit of measure or other criteria (using conventional Boolean search operators) to change the product list display.

Simply follow the directions on the tab. You may set up to five filters at one time to narrow your search.

**PRODUCTS**

Owner of Inventory: WHSE-ELE (GEORGIA SECRETARY OF STATE WAREHOUSE) Sort Owners by Name Clear Sorting

Current Filter: None Current Grouping: None

Change page: 1 2 3 4 5 6 7 Change page: 7 Go Page size: 20 Displaying page 7 of 7, items 121 to 125 of 125.

**Filter**

You may set up to five filters at one time to narrow your search.

Filter Field:  Filter Condition:  Filter Criteria:

Set Clear

PRODUCT IMAGE	ITEM NUMBER	UNIT OF MEASURE	DESCRIPTION
No Picture	VDP-07	EACH	6-VOTER ID POSTER
No Picture	VIN-04	EACH	VOTER INSTRUCTIONS
No Picture	VRA-07	PK/100	VOTER REG. APPLI
No Picture	VRA-CHG-08	PK/100	NAME/ADDRESS CHANGE
No Picture	VS-98	RL/500	GA VOTER STICKER

Change page: 1 2 3 4 5 6 7 Change page: 7 Go Page size: 20 Displaying page 7 of 7, items 121 to 125 of 125.

The **Group** tab allows you to display data together by a specific column of data. You may have up to three levels of grouping.

Again, follow the directions on the tab to group inventory items by the criteria available on the tab.

Use the **Clear** button to remove criteria.

**PRODUCTS**

Owner of Inventory: WHSE-ELE (GEORGIA SECRETARY OF STATE WAREHOUSE) Sort Owners by Name Clear Sorting

Current Filter: None Current Grouping: None

Change page: 1 2 3 4 5 6 7 Change page: 7 Go Page size: 20 Displaying page 7 of 7, items 121 to 125 of 125.

**Group**

Group data together by a specific column of data. You may have up to three levels of grouping.

Group Field:  Group Condition:  Group Criteria:

Set Clear

PRODUCT IMAGE	ITEM NUMBER	UNIT OF MEASURE	DESCRIPTION
No Picture	VDP-07	EACH	6-VOTER ID POSTER
No Picture	VIN-04	EACH	VOTER INSTRUCTIONS
No Picture	VRA-07	PK/100	VOTER REG. APPLI
No Picture	VRA-CHG-08	PK/100	NAME/ADDRESS CHANGE
No Picture	VS-98	RL/500	GA VOTER STICKER

Change page: 1 2 3 4 5 6 7 Change page: 7 Go Page size: 20 Displaying page 7 of 7, items 121 to 125 of 125.

The **Export** tab allows you to create an external list of the items displayed in several formats: Comma Delimited (CSV), Formatted Microsoft Excel, Microsoft Excel, Microsoft Word, or Adobe Reader (PDF). Note that you must have Microsoft Office 2003 or later installed on your system in order to export in Excel or Word format.

Again, simply follow the directions on the Export tab.



**PRODUCTS**

Owner of Inventory: **WHSE-ELE (GEORGIA SECRETARY OF STATE WAREHOUSE)** [Sort Owners by Name](#) [Clear Sorting](#)

Current Filter: None Current Grouping: None

Change page: [1](#) [2](#) [3](#) [4](#) [5](#) [6](#) [7](#) [Change page: 7](#) [Go](#) [Page size: 20](#) [Change](#) Displaying page 7 of 7, items 121 to 125 of 125.

**Filter**

You may set up to five filters at one time to narrow your search.

☐ And ☒ Or

Filter Field:

Item Number  
Unit of Measure  
Description

Filter Condition:

[Equal To](#)  
[Not Equal To](#)  
[Greater Than](#)  
[Less Than](#)  
[Greater Than or Equal To](#)  
[Less Than or Equal To](#)  
[Starts With](#)

Filter Criteria:

[Set](#) [Clear](#)

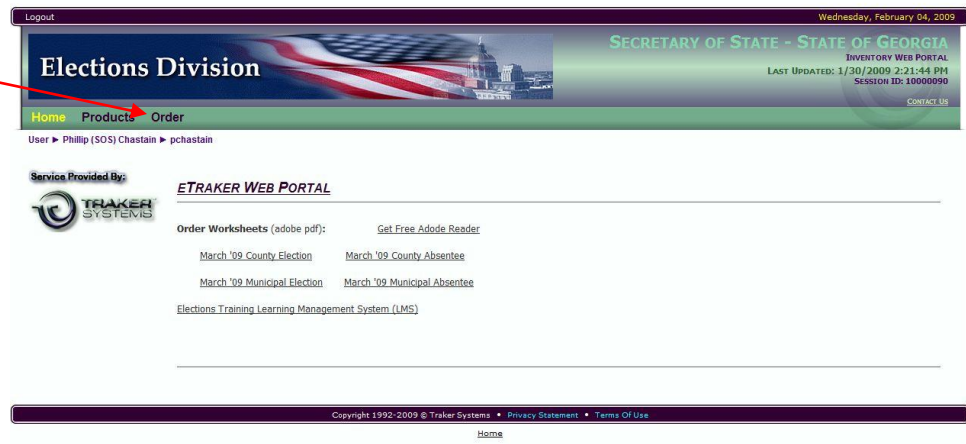
PRODUCT IMAGE	ITEM NUMBER	UNIT OF MEASURE	DESCRIPTION
	VDP-07 1875/BX	EACH	6-VOTER ID POSTER
	VII-04	EACH	VOTER INSTRUCTIONS
	VRA-07.	PK/100	VOTER REG. APPLI
	VRA-CHG-08	PK/100	NAME/ADDRESS CHANGE
	VS-98	RL/500	GA VOTER STICKER

Change page: [1](#) [2](#) [3](#) [4](#) [5](#) [6](#) [7](#) [Change page: 7](#) [Go](#) [Page size: 20](#) [Change](#) Displaying page 7 of 7, items 121 to 125 of 125.

## Placing an Order

The steps used to place an order for election supplies are very similar to the use of any online order system like Amazon.com, department store websites, or other Internet based retailers.

On the ETraker Menu bar, **click on Order**



This will open the Order module for ETraker. **Notice** that in this example, the system is displaying page 7 of 7 with items 121 to 124 of 124 shown in this view. Normally when you open the Order module, you will be on page one of numerous pages and you have the ability to change the number of items shown to you on each page.

Also when the order window opens, there are zeros in each line item of inventory.



To create your order, you will type the number of each next to each item that you include in your order. If you have used the County or Municipal Template Worksheet to draft your order, you simply need to scroll down the list of items, or navigate to the pages for each of your items, and place the number desired next to that item.

Be sure that you are ordering in the correct quantities (i.e., if you need 1,000 voter certificates, you only order 10 packs of 100; the Unit of Measure column gives the quantity measure for each item).

In the next example, three different items are being ordered.  
This order is for:

15 Each of the item  
6-VOTER ID POSTER

10 Packages/100 of the  
item VOTER REG. APPLI.

5 Rolls of the item  
GA VOTER STICKER

If you miss an item, you  
can click to move forward  
or back to pages that  
contain those items.

You may cancel your order at any time by clicking on the **CANCEL ORDER** button on any page.

When you have completed your entry of items for your order, you then **click** on the button at the bottom of any page: **Click Here to Add Selected Items to Your Order**. This will transfer your order to the ETraker checkout basket (again, similar to any online ordering system).

The **Checkout** button will  
then be highlighted in red  
text.

Click on the **Checkout**  
button to complete your  
order selections.

When you have completed your order and clicked to checkout, the system then presents the **Order Checkout** screen.

Here you will finalize  
your order with the  
addition of shipping  
details and other  
information using the  
tabs at the top of the  
**Order Checkout**  
window.

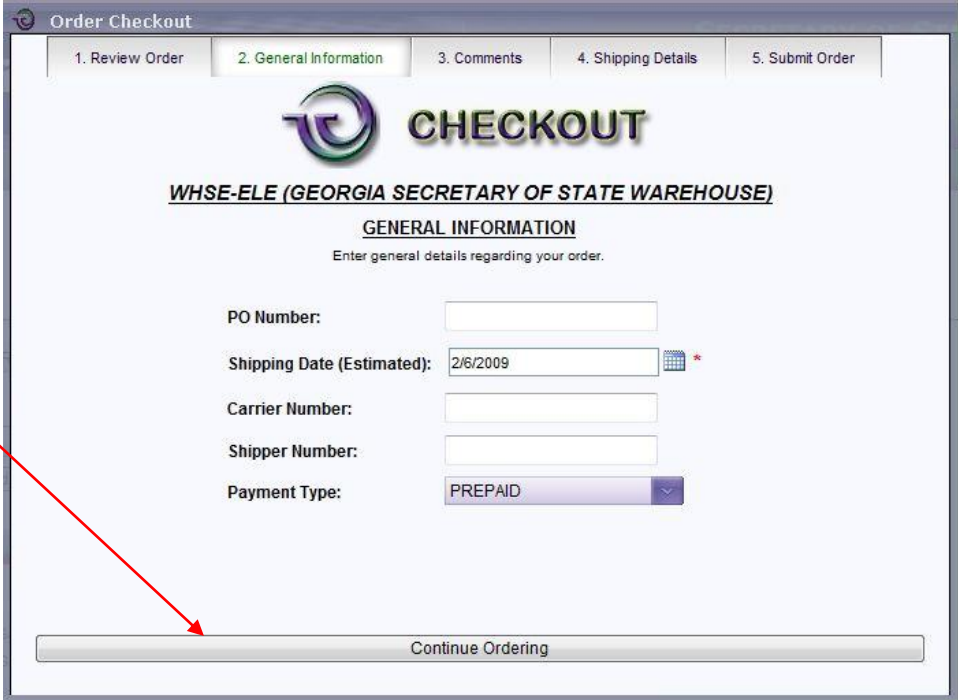
The first tab of the Order Checkout window, **1. Review Order** is just that, a review of the items you have placed in your order. You may update the quantities of items in your order by changing the number and then clicking on the **Update** button for each item, you may go back to add items you may have forgotten by clicking on the **Continue Ordering** button at the bottom of the window, or you can move to the next tab at the top of the window.

**Note:** You can cancel your order at this point only if you change and update the amount of each item to zero or you can click the **Continue Ordering** button at the bottom of the screen to return to the item order screens where you will again find the **Cancel Order** button.

Tab **2. General Information** at the top of the checkout window allows you to enter purchase order numbers or other information to accompany your election supply order.

**Note:**

Again you will find the Continue Order button at the bottom of this window to allow you to modify or cancel your supply order at this point.



The screenshot displays the 'Order Checkout' window with five tabs: '1. Review Order', '2. General Information' (selected), '3. Comments', '4. Shipping Details', and '5. Submit Order'. The 'General Information' tab contains the 'CHECKOUT' logo and the text 'WHSE-ELE (GEORGIA SECRETARY OF STATE WAREHOUSE)'. Below this, it says 'GENERAL INFORMATION' and 'Enter general details regarding your order.' The form includes fields for 'PO Number:', 'Shipping Date (Estimated):' (with a calendar icon and a red asterisk), 'Carrier Number:', 'Shipper Number:', and 'Payment Type:' (a dropdown menu currently showing 'PREPAID'). At the bottom of the window is a 'Continue Ordering' button. A red arrow points from the 'Continue Ordering' button in the screenshot to the 'Continue Ordering' button mentioned in the text to the left.

Tab **3. Comments** is simply a window that allows you to add typed comments about your order. These comments also appear on your final order and invoice.

**Note:**

Again you will find the Continue Order button at the bottom of this window to allow you to modify or cancel your supply order at this point.

The next tab on the Checkout window, **4. Shipping Details**, is very important. This is where you tell the system where to ship your order.

First you will need to select the **Carrier** by clicking on the drop-down arrow.

Notice that the red asterisk \* to the right of the drop-down box indicates that this is a required selection.

Currently United Parcel Service, UPS is the only carrier available. However, you still must make this selection. Simply click on UPS and it will be selected.

**Order Checkout**

1. Review Order 2. General Information 3. Comments 4. Shipping Details 5. Submit Order

**CHECKOUT**

**WHSE-ELE (GEORGIA SECRETARY OF STATE WAREHOUSE)**

**SHIPPING DETAILS**

Select Carrier and Destination for your order.

Carrier: Select a Carrier \*

Destination: Select a Carrier \*

Name:

Contact: Select a Sh

Address:

City:

State/Zip:  \*

Continue Ordering

Next you must select the shipping destination. Again you have a drop-down box that will list the shipping address associated with your User Name.

Click on the address that you want and it will be selected.

For this example, we are selecting Fulton County as the shipping destination for our order.

**Order Checkout**

1. Review Order 2. General Information 3. Comments 4. Shipping Details 5. Submit Order

**CHECKOUT**

**WHSE-ELE (GEORGIA SECRETARY OF STATE WAREHOUSE)**

**SHIPPING DETAILS**

Select Carrier and Destination for your order.

Carrier: UPS \*

Destination: Shipping Address \*

Name:

Contact: Select a Sh

Address:

City:

State/Zip:  \*

USA  
Phone #: Fax #:  
Email:  
FULTON COUNTY VOTER REGISTRATION (C060VR)  
APRIL PYE  
141 PRYOR STREET S.W.  
ATLANTA, GA 303030000 USA  
Phone #: 4047307072 Fax #: (404) 730-7024  
Email: april.pye@fultoncountygga.gov

The shipping address will automatically transfer to the fields on the Shipping Details tab. This address information cannot be changed unless you are able to select another from the Destination drop-down menu.

**Note:**

Again you will find the Continue Order button at the bottom of this window to allow you to modify or cancel your supply order at this point.

**Order Checkout**

1. Review Order   2. General Information   3. Comments   **4. Shipping Details**   5. Submit Order

**CHECKOUT**

**WHSE-ELE (GEORGIA SECRETARY OF STATE WAREHOUSE)**

**SHIPPING DETAILS**

Select Carrier and Destination for your order.

Carrier: UPS \*

Destination: FULTON COUNTY VOTER REGISTRATION \*

Destination Details Below

Name: FULTON COUNTY VOTER REGIS\*  
Contact: APRIL PYE  
Address: 141 PRYOR STREET S.W.\*  
City: ATLANTA\*  
State/Zip: GA\* 303030000\*

Country: USA  
Phone: 4047307072  
Fax: (404) 730-7024  
Email: april.pye@fultoncountyga.gov

**Continue Ordering**

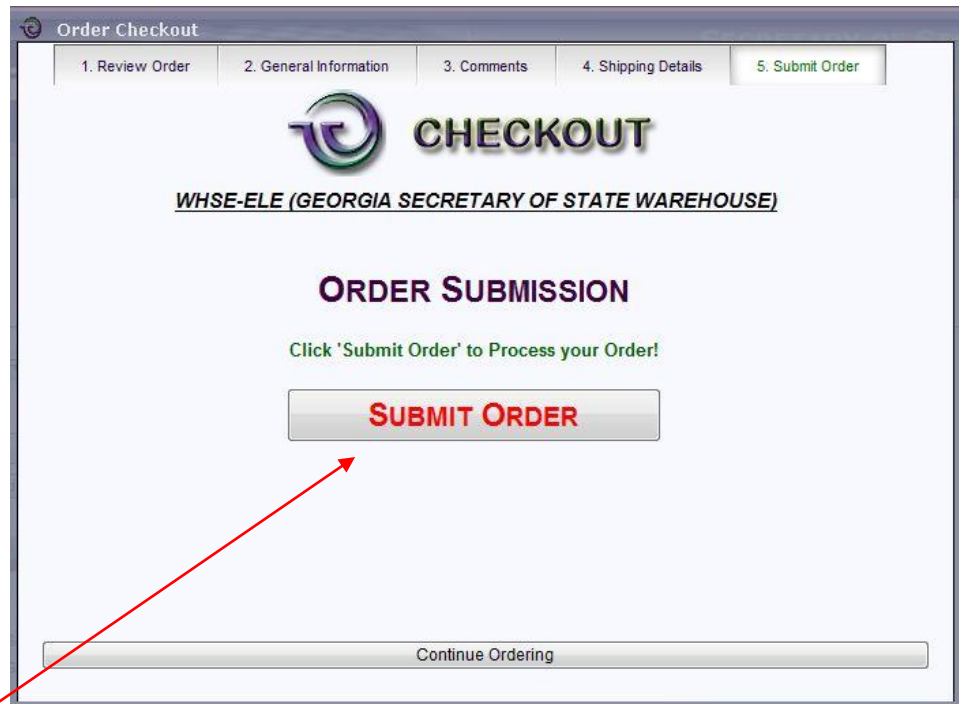
The final tab on the Checkout window is **5. Submit Order**. This will finalize your election supply order.

If you go to the final tab without completing your shipping or other information, you will not be able to complete the order and be returned to the tab that requires input.

**Note:**

Again you will find the Continue Order button at the bottom of this window to allow you to modify or cancel your supply order at this point.

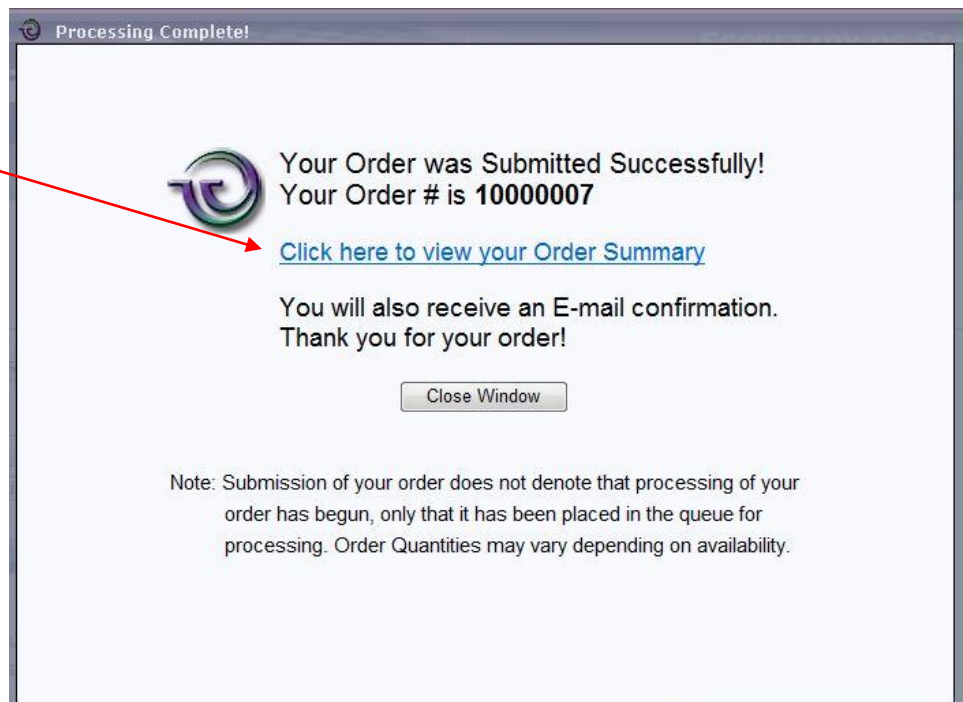
Click on the **Submit Order** button to finalize your order.



If your order is successfully submitted you will see the following screen that also contains your order number.

You may also choose to view your Order Summary from this window.

This will open an Adobe Reader (PDF) file that contains a detailed summary of your supply order.



This example shows the **Order Summary**.

You can either Save or Print this Order Summary as you would any other PDF document.

**ETRAKER WEB PORTAL REPORT VIEWER**

Order Summary

Order #: 10000007  
Order Date: 2/4/2009

Ship To:  
FULTON COUNTY VOTER REGISTRATION  
141 PRYOR STREET S.W.  
ATLANTA, GA 303030000 USA  
Phone #: 4047307072  
Email: april.pye@fultoncountygva.gov

Owner: WHSE-ELE  
PO #:   
Carrier: UPS  
Carrier #:   
Shipper #:   
Session ID: 10000093

All orders are subject to review and/or change. Receipt of this summary does not guarantee that the order can/will be filled as displayed. Please see the corresponding shipment(s) for actual order content.

Expected Ship Date: 2/6/2009

Item #	Lot #	Ext.	Category	Production Code	Gross Weight	Container	Order Quantity
Description				BatchCode	Net Weight		Pallets
VIDP-07			ELECTION		15.00 BACH	BACH	15
6-VOTER ID POSTER					15.00 BACH		15
VRA-07			ELECTION		10.00 PK/10	PK/100	10
VOTER REG. APPL.					10.00 PK/10		10
VS-98			ELECTION		5.00 RL/50	RL/500	5
GA VOTER STICKER					5.00 RL/50		5
Order Lines: 3					30.00		30
					30.00		30

You will also receive an email confirmation of your elections supply order. It will be sent to the email address associated with your User Name.

From: portal@etraker.com  
To: Chestain, Philip  
Cc:  
Subject: eTraker Order 10000007

Sent: Wed 2/4/2009 9:40 AM

Dear Valued Customer,

This email is provided as confirmation that your order has been submitted successfully to **Secretary of State - State of Georgia**. Please keep in mind that all orders are subject to change without notice.

Login to our [Web Portal](#) for more information.

Order #: 10000007  
Ship To: FULTON COUNTY VOTER REGISTRATION  
141 PRYOR STREET S.W.  
ATLANTA, GA 303030000 USA  
Phone #: 4047307072  
Email: [april.pye@fultoncountygva.gov](mailto:april.pye@fultoncountygva.gov)

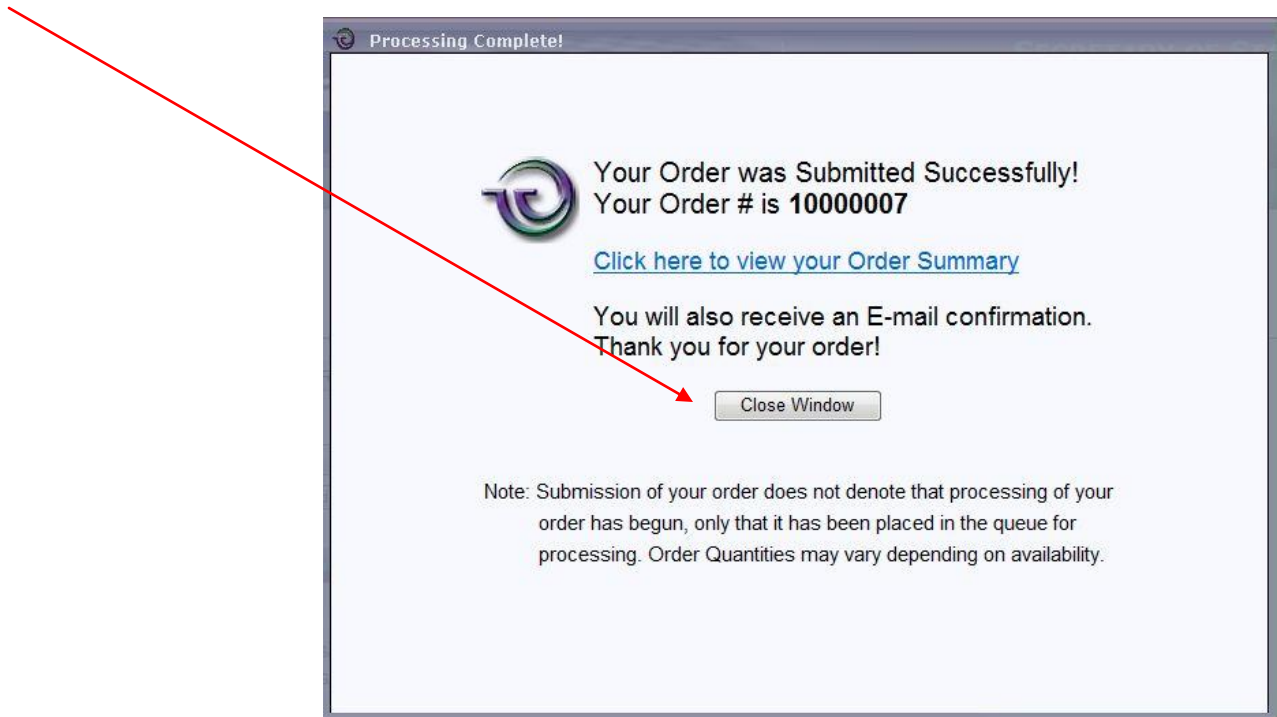
Owner: WHSE-ELE  
PO #:   
Carrier: UPS  
Carrier #:   
Shipper #:   
Session ID: 10000093

Qty	Item	Description	Lot/Ext.
15	VIDP-07 1875/BX	6-VOTER ID POSTER	
10	VRA-07	VOTER REG. APPL.	
05	VS-98	GA VOTER STICKER	

This email was automatically generated. Please do not reply to this email. You will not receive a response.  
The eTraker Web Portal is for authorized users only.

The eTraker Web Portal is a service provided by [Traker Systems](#).

To Exit the system, **click** on the Close Window button



Then, **click** on the Logout link at the top left corner of the page.

After you Logout, the system returns you to the Home page.

Then you can simply close your Internet browser.

